



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

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August 08, 2025

**DIVISION MEMORANDUM**  
No. 410, s. 2025

**CONDUCT OF ASYNCHRONOUS ACTIVITIES AND WORK APPLICATION PLAN  
FOR THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) COURSES**

To: **OIC, Office of the Assistant Schools Division Superintendent**  
**Chief Education Supervisors**  
**Education Program Supervisors**  
**Public Schools District Supervisors/Principals/Head Teacher In-Charge**  
**of the District**  
**School Heads of Public Secondary and Integrated Schools**  
**All Others Concerned**

1. Attached is Regional Memorandum No. 719, s. 2025 dated August 4, 2025 regarding the Conduct of Asynchronous Activities and Work Application Plan for the School Heads Development Program (SHDP) Courses.
2. Immediate dissemination of this Memorandum is desired.

**FELICIANO C. BUENAFE JR., CESO VI**  
Schools Division Superintendent

Enclosure: As stated

Reference: R.M. No. 667, s. 2025

To be indicated in the Perpetual Index  
under the following subjects:

TRAINING



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS


AUG 04 2025

REGIONAL MEMORANDUM  
No. 719, s. 2025

**CONDUCT OF ASYNCHRONOUS ACTIVITIES AND WORK APPLICATION PLAN  
FOR THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) COURSES**

**To:** Officer-In-Charge - Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. Attached is an Advisory from the Office of the Undersecretary for Learning Systems dated 28 July 2025 regarding the **Conduct of Asynchronous Activities and Work Application Plan for the School Heads Development Program (SHDP) Courses**.
2. Following the completion of the 5-day face-to-face training, all SHDP Course participants, regardless of batch, are required to complete a one-month asynchronous learning engagement that is total of **40 hours**, forming part of the Practice Phase under the Engage-Practice-Consolidate (EPC) Program Model.
3. The **asynchronous activities** shall be accessed via the DepEd Learning Management System and Participants are encouraged to choose their coach or mentor from within their respective Schools Division Offices (SDOs).
4. Immediate dissemination of this Memorandum is desired.

  
**CRISTITO A. ECO, CESO III**  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

Encl.: As stated  
Reference: Advisory dated July 28, 2025  
To be indicated in the Perpetual Index  
under the subject:

TRAINING

MLL/HRDD- Asynchronous Activities and WAP for the SHDP Courses.  
139/July 31, 2025



Address: Duran Street, Iloilo City, 5000  
Telephone Nos: (033) 337-0149; 336-2816  
Email Address: region6@deped.gov.ph  
Website: region6.deped.gov.ph



Certificate No. PHP QMS  
24 93 0184





Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

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July 28, 2025

**ADVISORY**

*Conduct of Asynchronous Activities and Work Application Plan for the School Heads Development Program (SHDP) Courses*

This refers to Memorandum DM-OUHROD-2025-1515 with the subject *Conduct of the School Heads Development Program Advanced Course "Elevating School Performance: Advanced Leadership and Management for School Leaders"* and DM-OUHROD-2025-1699, *Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management"*.

Following the completion of the 5-day face-to-face training, all SHDP Course participants, regardless of batch, are required to complete a one-month asynchronous learning engagement that is total of **40 hours**, forming part of the Practice Phase under the Engage-Practice-Consolidate (EPC) Program Model.

The **asynchronous activities** shall be accessed via the DepEd Learning Management System. Participants will receive their post-test results via email within two weeks after training, together with instructions and tiered assignments based on their scores.

Participants are encouraged to choose their coach or mentor from within their respective Schools Division Offices (SDOs). The coach/mentor must be a Public Schools District Supervisor, Education Program Supervisor who has prior experience as a school head, Chief Education Supervisor, or Assistant Schools Division Superintendent.

Assigned coaches/mentors shall validate the participants' asynchronous outputs using the prescribed rubric and certify the completion of requirements before uploading to the LMS.

Participants who complete the asynchronous phase within the prescribed one-month period and receive endorsement from their coach/mentor will be issued a Certificate of Participation for Asynchronous Activities while mentor/ coach shall receive a Certificate of Recognition for their contribution to the school head's learning process.

Upon successful completion of the asynchronous phase, participants shall proceed to the **Work Application Plan (WAP)**, which constitutes the **Consolidate Phase** of the program. This phase involves a six-month workplace-based implementation of school leadership initiatives aligned with the PPSSH. Participants must set monthly milestones and are expected to collaborate regularly with their coach/mentor throughout the implementation period.

The WAP will be monitored and evaluated based on actual implementation results.



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OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

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**Certificate of Completion** will be issued upon the successful completion of the participant's work application plan, as certified by the Schools Division Superintendent. A separate **Certificate of Recognition** will be issued to both participant and coach/mentor upon submission of the results of the impact evaluation.

All tools and reference materials needed for asynchronous tasks and the WAP are included in the LMS. NEAP will also conduct a separate training session for coaches and mentors to support their roles in this phase.

For further questions or clarifications, please contact **Ms. Ailene F. Duterte or Mr. Dustin Troy Joson**, Senior Education Program Specialists of NEAP, through [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline at (02) 8715-9919.

For immediate dissemination and appropriate action.

*Carmela C. Oracion*

**CARMELA C. ORACION**

Assistant Secretary

Officer-in-Charge

Undersecretary for Learning Systems





Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY**  
**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM**

**DM-OUHROD-2025-1699**

**TO :** Regional Directors  
Schools Division Superintendents  
HRDD Chiefs / NEAP R Focal Persons  
All Others Concerned

**FROM :** **WILFREDO E. CABRAL**  
Undersecretary  
Human Resource and Organizational Development

*Carmela C. Oracion*  
**CARMELA C. ORACION**  
Assistant Secretary  
Human Resource and Organizational Development  
(National Educators Academy of the Philippines)

**SUBJECT :** CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM  
INTERMEDIATE COURSE "ELEVATING SCHOOL LEADERSHIP: AN  
INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT"

**DATE :** 25 June 2025

1. The National Educators Academy of the Philippines (NEAP) will conduct the **School Heads Development Program (SHDP) Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management,"** with the following schedule and details:

Activity	Date & Venue	Target Participants	Registration Link
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" – Batch 1	07-11 July 2025 Venue: TBD	Principal III/Principal I-II with high potential to be Principal III	<a href="https://tinyurl.com/SHDPCS3REG">tinyurl.com/SHDPCS3REG</a> Deadline: 02 July 2025
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" – Batch 2	01-05 September 2025 Venue: NEAP Baguio	Principal III/Principal I-II with high potential to be Principal III	<a href="https://tinyurl.com/SHDPCS3REG">tinyurl.com/SHDPCS3REG</a> Deadline: 15 August 2025
Training of Coaches and Mentors on "Elevating School Leadership: An Intermediate Guide to Effective Management"	22-25 September 2025 Venue: TBD	Public Schools District Supervisors (PSDS)/Assistant Schools Division Superintendents (ASDS)/ Education Program Supervisors (EPS)	<a href="https://tinyurl.com/SHDPCS3NTOTREG">https://tinyurl.com/SHDPCS3NTOTREG</a> Deadline: 12 September 2025

2. Targeting current and aspiring Career Stage (CS) 3 school heads, this program has the following objectives:
  - a. Develop advanced skills in CS 3 school heads in performing their functions as instructional leaders and administrative managers;
  - b. Capacitate CS 3 school heads to establish shared governance within the broader school community in the school-level implementation of policies, programs, and projects; and
  - c. Promote the practice of continuous self-reflection, personal and professional development, and promotion of welfare of both learners and school personnel, among CS 3 school heads.
3. In this regard, **the Regional Offices (ROs) are requested to endorse fifteen (15) qualified school heads** per batch to participate in the program, based on the following criteria:
  - a. **Currently occupying Principal III position** with at least **Very Satisfactory** performance rating;
  - b. **Currently holding Principal I position for at least five (5) years or Principal II position for at least three (3) years**, with the following consideration: Has demonstrated **high potential for Principal III position**, as evidenced by leadership accomplishments, innovative practices, and endorsements from supervisors;
  - c. Has no pending administrative cases; and
  - d. Of good moral character.
4. **Each RO is also requested to identify and endorse fifteen (15) PSDSs, ASDs, and/or EPSs to participate in the Training of Coaches and Mentors.**
5. The ROs are reminded to ensure equitable distribution of slots across Schools Division Offices (SDOs), considering all school types and categories.
6. Furthermore, **each RO is requested to endorse one (1) HRDD personnel, either from the RO or any selected SDO, to serve as a member of the Program Management Team (PMT)** that will support the program implementation.
7. Enclosed are the following documents, for reference:
  - a. **Enclosure 1**      *Template for the List of Endorsed School Head Participants and RO/SDO PMT Members ([tinyurl.com/EndorsedListCS3](https://tinyurl.com/EndorsedListCS3))*
  - b. **Enclosure 2**      *List of Resource Persons and NEAP PMT Members*
  - c. **Enclosure 3**      *Regional Allocation of Participants and RO/SDO PMT Members per Batch and Qualification Standards*
  - d. **Enclosure 4**      *Indicative Program of Activities and Training Details*
  - e. **Enclosure 5**      *Meal Provision and Accommodation Guide*
8. The *List of Endorsed School Heads and RO/SDO PMT Members* must be submitted to NEAP through the link [tinyurl.com/SHDP-CS3-Submission](https://tinyurl.com/SHDP-CS3-Submission) on or before **01 July 2025**.
9. In preparation for the said activities, **Online Orientation Meetings** will be conducted with RO/SDO PMT Members and Resource Persons, with the following details:

Date & Time	Target Participants	Microsoft Teams Meeting Link
<b>1 July 2025</b> 10:00 a.m.	Resource Persons	<a href="https://tinyurl.com/Orientati&lt;br/&gt;onCS3RP">https://tinyurl.com/Orientati onCS3RP</a>
<b>3 July 2025</b> 2:00 p.m.	RO/SDO PMT Members	<a href="https://tinyurl.com/Orientati&lt;br/&gt;onCS3PMT">https://tinyurl.com/Orientati onCS3PMT</a>



10. The participants are reminded to bring their own laptops, chargers, extension cords, other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.), and any necessary medication/s.
11. The participants are entitled to *Compensatory Time-Off* pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "*Non-Monetary Remuneration for Overtime Services Rendered.*"
12. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged to local funds subject to the usual accounting and auditing rules and regulations.
13. Should you have questions and concerns, please coordinate with **Ms. Ailene Duterte** or **Mr. Dustin Troy Joson**, Senior Education Program Specialists, NEAP Professional Development Division, through email [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.
14. For immediate dissemination and appropriate action.

**Copy furnished:**

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**OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**



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**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

**LIST OF ENDORSED PARTICIPANTS AND PMT MEMBERS**

[DATE]

**WILFREDO E. CABRAL**

Undersecretary  
Human Resource and Organizational Development

**CARMELA C. ORACION**

Assistant Secretary  
Human Resource and Organizational Development  
(National Educators Academy of the Philippines)

Attention:

**JENNIFER E. LOPEZ**

Director IV  
National Educators Academy of the Philippines

Dear Sir:

Respectfully submitting the list of qualified school heads to attend the **School Heads Development Program (SHDP) for Career Stage 3** titled **Elevating School Leadership: An Intermediate Guide to Effective Management**

BATCH 1 (July 7 - 11, 2025)							
No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	School Name	School Category	School Size	Average Performance Rating (3 years)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							





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15							
<b>Program Management Team Member – Batch 1</b>							
<b>No.</b>	<b>Name (Last, First, Middle Initial)</b>	<b>Position</b>				<b>Office</b>	
1							
<b>BATCH 2 (September 1-5, 2025)</b>							
<b>No.</b>	<b>Name (Last, First, Middle Initial)</b>	<b>Position</b>	<b>Schools Division Office</b>	<b>School Name</b>	<b>School Category</b>	<b>School Size</b>	<b>Average Performance Rating (3 years)</b>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
<b>Program Management Team Member – Batch 2</b>							
<b>No.</b>	<b>Name (Last, First, Middle Initial)</b>	<b>Position</b>				<b>Office</b>	
1							

<b>Training of Coaches and Mentors (September 22-25, 2025)</b>				
<b>No.</b>	<b>Name (Last, First, Middle Initial)</b>	<b>Position</b>	<b>Schools Division Office</b>	<b>Number of Schools Supervise</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				



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Program Management Team Member			
No.	Name (Last, First, Middle Initial)	Position	Office
1			

For your consideration.

Sincerely yours,

<Name and Signature>  
Regional Director





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Enclosure 2

**LIST OF RESOURCE PERSONS FOR BATCHES 1 AND 2 AND NEAP PMT**

No.	Name of the Resource Person	Position	Station
1	Christian Giron	Principal I	SDO Ilocos Sur, Region I
2	Carina Untalasco	Principal IV	SDO Pangasinan I, Region I
3	Ma. Criselda G. Ochang	ASDS	SDO Urdaneta City, Region I
4	Rosalie Cabarios	Principal III	SDO Tarlac City, Region III
5	Adonis Ceperez	OIC-ASDS	SDO Nueva Ecija, Region III
6	Mauricio Angeles	PSDS	SDO Nueva Ecija, Region III
7	Roderick Tadeo	Principal IV	SDO Olongapo City, Region III
8	Melanie An Carandang	Principal II	SDO Lipa City, Region IV-A
9	Luz Osmena	CES	QAD, Region IV-A
10	Lorna Medrano	CES	SDO Lipa City, Region IV-A
11	Aubrey Beredo	Principal III	SDO Oriental Mindoro, Region IV-B
12	Marylou Argamosa	Principal I	SDO Ligao, Region V
13	Irene Dayandante	PSDS	SDO Camarines Sur, Region V
14	Joy Cabrera	ASDS	SDO Masbate City, Region V
15	Elnor Luna	Principal I	SDO Aklan, Region VI
16	Analyn Perez	Principal I	SDO Aklan, Region VI
17	Sarah Ganancial	Principal IV	SDO Guimaras, Region VI
18	Roger Rochar	OIC-ASDS	SDO Victorias City, Region VI
19	Samuel Malayo	ASDS	SDO Roxas City, Region VI
20	Lyna Basri	Principal IV	SDO Isabela City, Region IX
21	Jeryl Casilao	Principal IV	SDO Pagadian City, Region IX
22	Raymond Salvador	ASDS	SDO Zamboanga City, Region IX
23	Enerio Ebisa	CES	HRDD, Region X
24	Jurgenne Diccican	Principal III	SDO Agusan del Sur, CARAGA
25	Rexan Bolotaolo	Principal IV	SDO Agusan del Norte, CARAGA
26	Cristy Jabonillo	Principal IV	SDO Bais City, NIR
27	Renato Felipe Jr	PSDS	SDO Manila City, NCR
28	Lilibeth Gozo	Principal IV	SDO Valenzuela City, NCR
29	Filmore Caballero	CES	SDO Valenzuela City, NCR
30	Gilbert Arrieta	Faculty	Philippine Normal University
<b>NEAP Program Management Team</b>			
31	Marife T. Morcilla	PDO V	NEAP-PDD
32	Alexander T. Simagala	PDO IV	
33	Ailene F. Duterte	SEPS	
34	Dustin Troy R. Josen	SEPS	
35	Hanifa T. Hadji Abas	EPS II	
36	Jufael P. Pulvosa	PDO II	
37	Chelsea Sagun	TA II	
38	Bradley B. Aniñon	TA II	





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Enclosure 3

**NUMBER OF ALLOCATED PARTICIPANTS PER ACTIVITY**

Region	Elevating School Leadership: An Intermediate Guide to Effective Management (Batch 1)		Elevating School Leadership: An Intermediate Guide to Effective Management (Batch 2)		Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management	
	PMT Member (RO/SDO Program Focal)	Principal III/ Principal I-II highly potential to be P3	PMT Member (RO/SDO Program Focal)	Principal III/ Principal I-II highly potential to be P3	PMT Member (RO/SDO Program Focal)	ASDS/ PSDS/ Education Program Supervisor with experience as a Principal
NCR	1	15		15	1	15
CAR		15		15	1	15
I		15	1	15		15
II		15	1	15		15
III		15	1	15		15
IV-A		15	1	15		15
IV-B		15	1	15		15
V		15	1	15		15
VI		15		15	1	15
NIR	1	15		15		15





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VII		15		15	1	15
VIII		15		15	1	15
IX		15		15	1	15
X	1	15		15		15
XI	1	15		15		15
XII	1	15		15		15
CARAGA	1	15		15		15
<b>TOTAL</b>	<b>6</b>	<b>255</b>	<b>6</b>	<b>255</b>	<b>6</b>	<b>255</b>



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Enclosure 4

**INDICATIVE PROGRAM OF ACTIVITIES**

**“Elevating School Leadership: An Intermediate Guide to Effective Management”**

**BATCH 1** | July 7-11, 2025  
**BATCH 2** | September 1-5, 2025  
Venue: TBD

Time	Activity
<b>July 6, 2025 - Day 0</b>	
8:00 - 3:00 PM	Arrival of Participants at the Venue
3:00 - 5:00 PM	Registration and Pretest
6:00 - 8:00 PM	Dinner
<b>July 7, 2025 - Day 1</b>	
7:30 - 8:30 AM	<b>Opening Program</b>
8:30 - 10:00 AM	<b>Session 1:</b> School Policy Towards DepEd's Vision, Mission, and Core Values
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	<b>Session 2:</b> Leading School Planning Processes and Program Implementation: Basis for Monitoring and Evaluation
12:00 - 1:00 PM	Lunch Break
1:00 - 3:00 PM	<b>Session 3:</b> Leading Strategically: Research and Innovation in Leadership
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	<b>Session 4:</b> Amplifying Learner Voice in Educational Leadership
4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
<b>July 8, 2025 - Day 2</b>	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	<b>Session 5:</b> Leveraging School Records for Continuous Improvement
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	<b>Session 6:</b> Balancing Vision and Fiscal Responsibility
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	<b>Session 7:</b> Managing Resources, Facilities, and Safety
2:30 - 3:00 PM	<b>Session 8:</b> Staff Leadership for Sustainable Organizational Growth
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Continuation of Session 8





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4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
<b>July 9, 2025 - Day 3</b>	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	<b>Session 9:</b> Contextualizing Learning for Career Success: Strengthening Standards and Opportunities
10:00 - 10:15 AM	Health Break
10:15 - 11:15 AM	Continuation of Session 9
11:15- 12:00 PM	<b>Session 10:</b> From Standards to Impact: Advancing Teaching Pedagogies Through Meaningful Feedback
12:00 - 1:00 PM	Lunch Break
1:00 - 2:15 PM	Continuation of Session 10
2:15 - 3:00 PM	<b>Session 11:</b> From Data to Action: Using Assessment to Improve Learner Outcomes
3:00 - 3:15 PM	Health Break
3:15 - 4:30 PM	Continuation of Session 11
4:30- 4:45 PM	Reminders and End-of-Day Evaluation
<b>July 10, 2025 - Day 4</b>	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	<b>Session 12:</b> Fostering Inclusivity and Positive Discipline: Creating a Safe Learning Environment
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	<b>Session 13:</b> Building Excellence through Leveraging Professional Reflection, Professional Networks and Performance Management for Continuous Growth and Development
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	<b>Session 14:</b> Nurturing Professional Growth and Leadership Development in Individuals and Teams
2:30 - 3:00 PM	<b>Session 15:</b> Cultivating Educational Excellence through Enhancing Personnel's Well-being and Rewards and Incentives Mechanisms
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Continuation of Session 15
4:15 - 4:30 PM	Reminders and End-of-Day Evaluation



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July 11, 2025 - Day 5	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	<b>Session 16:</b> Managing the School's Diverse and Dynamic Relationship
10:00 - 10:15 AM	Health Break <sup>7</sup>
10:15 - 12:00 PM	<b>Session 17:</b> Inclusion in Action: Mechanisms and Processes to Inclusive Practice
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	<b>Session 18:</b> Communication and Engagement to School Community Toward Improved Collaboration
2:30 - 3:00 PM	<b>Posttest</b>
3:00 - 4:00 PM	End-of-Day Evaluation and Closing Program